

Complete this form if you wish to make loan repayments via ACH debit from your bank account. The form may also be used to submit a change to your bank account information and ensure that loan repayments continue from your new account.

Note: The ACH debit repayment option is not available in all plans. Please check with your employer or MissionSquare Retirement to confirm availability prior to submitting the authorization form.

ONLINE REQUESTS *(Not available in all plans)*

1. Log in to MissionSquare’s Account Access at **www.missionsq.org**
2. Go to the *Manage My Accounts* tab and click the *Loans* link
 - **For new loans**, click *Model a Loan* and then follow the steps to complete your request
 - **For existing loans**, Complete this form along with the *457/401 Plan Loan Reamortization Form Packet*. To access and download the reamortization form, go to the *Resources* tab and click on *View/Request Forms*, then *Roll/Disburse*.

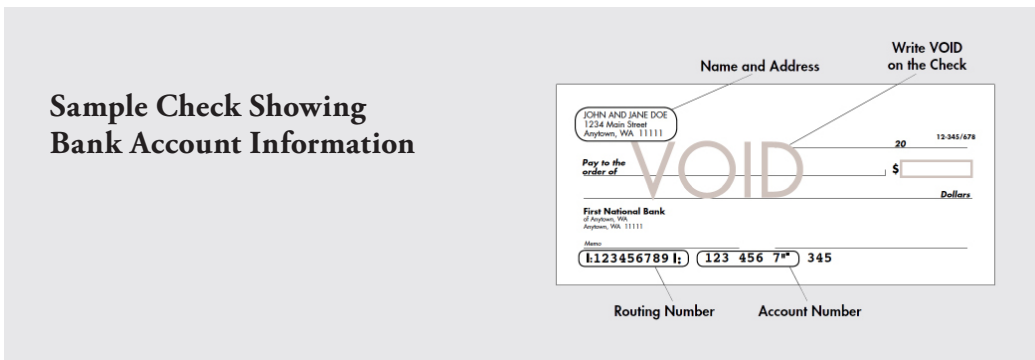
PAPER REQUESTS

1. Complete each section of the enclosed authorization form
 - **Authorization Type** – In section 2 of the form, you must specify whether this is your “initial” authorization (for new loans that have not yet been issued), a “change” to your current ACH debit information, a “switch” from payroll deduction to ACH debit, or if you are paying off your remaining loan balance. If you are switching from payroll deduction to ACH debit, you must also complete a reamortization form. Please note that any changes to your ACH information must be received at least 3 business days prior to the payment date to avoid potential issues with your loan repayments.
2. Attach a voided check or withdrawal slip with the completed form
3. Fax or mail the completed form to MissionSquare.

Fax: MissionSquare Retirement
ATTN: Workflow Management Team
202-682-6439

Mail: MissionSquare Retirement
ATTN: Workflow Management Team
P.O. Box 96220
Washington, DC 20090-6220

Please keep a copy of the completed form for your records.



1. Submit this form to make loan repayments via ACH debit from your bank account.
2. Attach a voided check or withdrawal slip with the completed form.

1 PARTICIPANT INFORMATION

Plan Number: _____ Employer Plan Name: _____ State: _____

Social Security Number: _____ Date of Birth: (MM/DD/YYYY) ____/____/____ Preferred Phone Number: (____) _____-____

Name (Last, First, M.I.): _____

2 ACCOUNT INFORMATION

Please contact your bank to confirm the below information. Incorrect information may result in your loan repayments being delayed. **Please attach a voided check or withdrawal slip with your completed form.**

Authorization Type (Check One): Initial Change Pay-Off Switch from payroll deduction to ACH

Name of Financial Institution: _____ Phone Number: (____) _____-____

Type of Account: Checking Savings

Routing Number (9 digits): _____ Account Number: _____

Name on Account: _____

3 LOAN INFORMATION

Complete this section only if you are changing your bank account information, switching from payroll deduction to ACH debit, or paying-off an existing loan. Indicate if changes are applicable to all loans or list specific loan number(s).

All Loans Loan Number : _____ Current Repayment Amount: \$ _____
 Loan Number : _____ Current Repayment Amount: \$ _____
 Loan Number : _____ Current Repayment Amount: \$ _____

4 EMPLOYER NOTIFICATION AND SCHEDULE SELECTION

The participant's last loan repayment via payroll deduction is expected to take place on or about Date: (MM/DD/YYYY): ____/____/____

Employer Signature: _____ Date: (MM/DD/YYYY) ____/____/____

Name (Please Print): _____ Title: _____

5 SIGNATURE

ACH Debit Authorization (for loan repayments) – I hereby authorize MissionSquare, and its agents, to debit the account referenced above for the amount of my loan repayments beginning on the next loan repayment date that is administratively feasible. This authorization agreement is to remain in full force and effect until the loan has been paid off. If my bank account information changes, I understand that I must notify MissionSquare in a time and manner that affords MissionSquare a reasonable opportunity to take appropriate action. This authorization agreement may also be terminated by MissionSquare. In the event that MissionSquare notifies my bank that funds to which I am not entitled have been deposited to my account inadvertently, I hereby authorize and direct my bank to return said funds to MissionSquare as soon as possible.

ACH Payment Rejected Fee – If a loan repayment scheduled to be paid via ACH debit is rejected due to insufficient funds, invalid bank account information, or account closure, a fee will be charged to your account. The fee is \$20 for the first occurrence and \$50 for each subsequent occurrence.

Signature: _____ Date: (MM/DD/YYYY): ____/____/____